

Contracting/PR&C Brief

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13 NOV 2007



Agenda

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- What is a PR&C?
 - Form: DA 3953
 - Types of PR&Cs
- PR&C Process
 - Flow Chart
 - Boards
- Trackers
- Unauthorized Commitments
- Items Received
- Improves/Sustains
- Questions



What is a PR&C?

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- PR&C – Purchase Request and Commitment
- Purchase using OMA funds (Title 10)
- What can you purchase?
 - Almost anything except NSN items or food (unless doing a Leader's Engagement)
 - TVs, furniture, ink, MHE, ASG, snow boot chains, etc



Types of PR&Cs

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Regular PR&C

Covers office equipment, FOB/PRT requests, phone cards, and anything else that needs funded.

Checklist

- ☐ PR&C with BC or XO's signature and PBO's signature if applicable
- ☐ Letter of Justification
- ☐ Vendor Information (for items that are being purchased)
- ☐ For services, SOW and contract with all modifications
- ☐ Legal Review if over \$10,000 or hiring local nationals
- ☐ CJTF-82 Coversheet needed for JARB packets



Types of PR&Cs

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FOO Funds

Utilized for short term, immediate needs from the command. Request for FOO funds can be submitted anytime and are normally funded within 48 to 72 hours, subject to availability of funds.

FOO Checklist

- ___ PR&C with Battalion Commander or XO's Signature
- ___ Appointment Orders from Contracting for FOO
- ___ Appointment Orders from the BC or XO for FOO **AND** PA
- ___ DD 577 for FOO **AND** PA
- ___ DA 1081 and SF 1034 to close account



Types of PR&Cs

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Solatia Funds

May only be paid to Afghan nationals or to the family of a deceased Afghan National, in connection with the injury, death, or damage to the dwelling or property of an Afghan National when the injury, death or damage was suffered in connection to the Afghan National's employment with the U.S. armed forces or was caused by a U.S. Armed Forces member, U.S. civilian employee, or military vehicle

Solatia Checklist

- ☐ PR&C with BC or XO's Signature
- ☐ Orders for Solatia Program Certifying Officer **AND** Payment Officer
- ☐ DD 577 for Solatia Certifying Officer **AND** Payment Officer



Types of PR&Cs

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Official Representation Funds(Leader's Engagement) Funds that uphold the standing and prestige of the US by extending official courtesies to certain officials and dignitaries of the U.S. and foreign countries.

ORF Checklist

- ___ PR&C with BC or XO's Signature
- ___ Letter of Justification, which includes: what food is being served, who is all going to be present, and the agenda.
- ___ Letter from JAG, certifying that all is legal.



Types of PR&Cs

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Small Rewards Program

Authorizes the use of rewards for the information or other non-lethal assistance that leads to the capture of selected individuals, categories of weapons, documents, selected personnel on the Defense Intelligence Agency-generated black list, and documents related to Weapons of Mass Destruction and terrorism.

Checklist

- ☐ PR&C
- ☐ Appointment Orders for Paying Agent AND Certifying Officer
- ☐ DD 577 for Pay Agent, Certifying Officer, AND Rewards Authorization Officer
- ☐ Payment Authorization Memorandum (Declassified and Classified for RM and Declassified for Finance)



Types of PR&Cs

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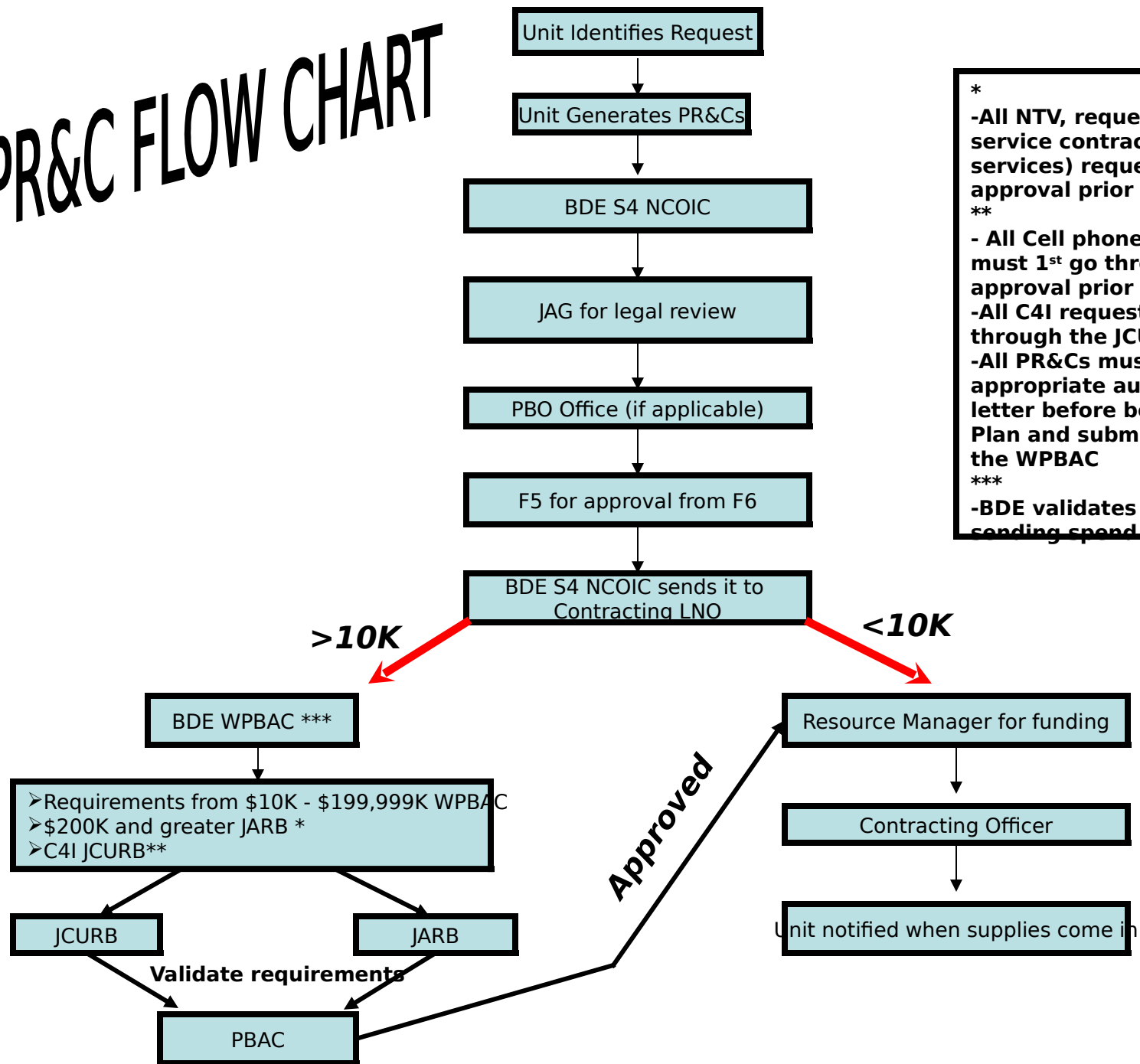
Emergency Funds Requests

EFRs are intended for all requirements over \$10,000 needing immediate funding and will need approval from CJ3, CJ4, CJ6, CJ7, CJ8, and SJA. EFRs have to be walked through the JOC by the **requesting unit**.

Checklist

- ☐ PR&C with BC or XO's signature and PBO's signature if applicable
- ☐ Justification Letter
- ☐ Legal review
- ☐ Vendor Info or Contract and SOW
- ☐ Emergency Request Form and CJTF82 Coversheet

PR&C FLOW CHART



- * -All NTV, requests service contract services) requests must get JARB approval prior to funding
- **
- All Cell phone/Calling card requests must 1st go through the CJ6 for approval prior to funding
- All C4I requests greater than 10K go through the JCURB (CJ6) for validation
- All PR&Cs must be signed by appropriate authority IAW RM policy letter before being put on the Spend Plan and submitted for approval on the WPBAC
- ***
- BDE validates requirements before sending spend plan to CJ8



Example

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- MONTH 1, DAY 1 – Unit ID's requirement
- MONTH 1, DAY 5 – BN S4 receives PR&C from unit
- MONTH 1, DAY 12 – BN S4 sends PR&C to BDE
- MONTH 1, DAY 17 – BDE S4 NCO sends signed PR&C to LNO
- MONTH 1, DAY 18-30 – LNO prepares PR&C packet for JARB
- MONTH 2 – JARB, JCURB
- MONTH 3 – PBAC
- MONTH 4 (5th day EST) – PR&C funded and sent to contracting
- MONTH 4 – Contract Awarded.



Boards

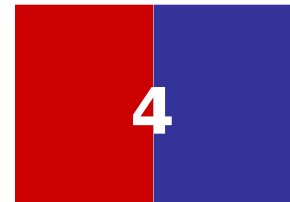
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- WPBAC
- JARB
- JCURB
- JFUB/EPBAC
- PBAC



WPBAC

(Working PBAC)



Held By: Contracting LNO

Who Attends: BDE XO, DDOC OIC, BN S4s and/or
XOs,
and RM

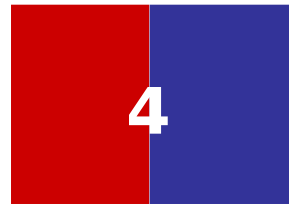
Purpose: To validate the TF's requests for that
month's
PBAC and to bring up any issues or
updates/changes to
process

Date: Held between the 5th and 10th of the month



JARB

(Joint Acquisition Review Board)



Held By: CJ4

Who Attends: Voting members (CJ1, CJ3, CJ6, CJ7, CJ8, SJA), BDE representative(s)

Purpose: To validate the following requests: NTVs, requests over 200K, all service contracts (ASG, LN labor, MHE, SST, etc)

Date: Held the first and third Wednesday of the month



JCURB

(Joint Communication Utilization Review Board)

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Held By: CJ6

Who Attends: S6 shop from each TF

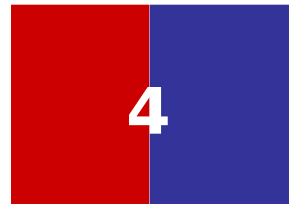
Purpose: To validate C4I requests; CJ6 submits approved requests to CJ8 for PBAC

Date: Held on the 6th of the month



JFUB

(Joint Facilities Utilization Board)



Held By: CJ7

Who Attends: TF Engineers

Purpose: To validate all engineer projects >100K

EPBAC (Engineer PBAC) – Validates engineering projects
under 100K



PBAC

(Programming Budget Advisory Committee)

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Held By: CJ8

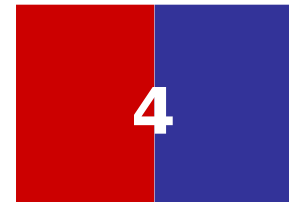
Who Attends: Chief of Staff, all Primary Staff, BDE
XO,
RM, Contracting LNOs

Purpose: To establish a cutline in the Spend Plan
(what
will be funded that month and what will have to
wait until
additional money is available)

Date: Held on the 20th of the month



Tracker



Tracker Legend

Color codes to indicate status of project package

Received	Approved, awaiting funds, paperwork	Approved at IARB, needs to go to PBAC				
Contract Awarded	Needs to go to a board					Total
Funded	Missing something					
Unfunded	Cancelled					

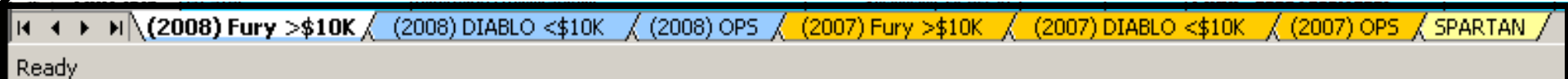
Packets are assigned BDE tracking #s along with pertinent data, facilitates quick reference and Provides project status

Customer Data

Tracking #	Unit	Item	Amount	Date Received	Date Submitted to	Date Funded
FURY 1328	2Fury	FOB Warrior Cooks and Refuse Contract	\$70,200.00	28-Jun-07	2-Oct-07	2-Oct-07
FURY 1334	SAL Base Ops	General Laborers	\$144,000.00	29-Jun-07	2-Oct-07	2-Oct-07
FURY 1410	PRT Sharana	Afghan Cultural Advisors	\$12,000.00	25-Jul-07		
FURY 1458	SAL Base Ops	Porta-John Maintenance Services - 3 months	\$12,000.00	15-Aug-07	2-Oct-07	2-Oct-07
FURY 1464	HTT SAL	Cultural Advisor	\$13,200.00	20-Aug-07	2-Oct-07	2-Oct-07
FURY 1487	PRT Gardez	PRO Director, Deputy director, service manager, vehicle	\$61,200.00	28-Aug-07		
FURY 1498	508 STB	Lamps, mattresses, frames, wall lockers, conference tables, chairs	\$52,151.00	31-Aug-07	2-Oct-07	2-Oct-07
FURY 1500	508 STB	Gravel	\$190,000.00	31-Aug-07	28-Oct-07	29-Oct-07

Cost Tracking Threshold Key

Tabs indicate cost break-out by funding threshold And Type e.g. >10k; FOO





Spend Plan

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Total Requirements

Sum total of all requirements for the CJOA shows month prior, current month and validated requirements as well as % funded

	OCT 07 REQUIREMENTS	NOV 07 REQUIREMENTS	VALIDATED REQUIREMENTS	% FUNDED
FIXED COSTS	\$15,428,459	\$21,090,901	\$21,090,901	100.00%
COMBAT SUPPORT COSTS	\$2,736,175	\$1,982,881	\$1,918,072	96.73%
COMBAT CONSTRUCTION COSTS	\$3,858,331	\$991,958	\$24,655	2.49%
NON-COMBAT CONSTRUCTION COSTS	\$12,103,372	\$22,492,895	\$12,967,873	57.65%
GENERAL SUPPORT COSTS	\$15,508,246	\$36,072,206	\$16,560,718	45.91%
TOTAL REQUIREMENTS	\$49,634,583	\$82,630,840	\$52,562,220	63.61%

Individual Cost Category

Categorized spend plans include requirement cost justification and impact

FIXED COSTS ONLY											
Priori ty	NOV 07 REQUIREM ENTS	NOV 07 REQUIREMEN TS	Requirement	Unit Price	Qty	Total Price	Running Total	Justification	Impact	Required Delivery	POP
1	BAF	FET	Contracted yellow-badge construction escorts (10 escorts-Nov)	\$12,888	1	\$12,888	\$12,888	This is a contract to a company to provide 10 escorts. The escorts are recruited, vetted, and live and work on BAF. Contract provides escorts for 250 man days (~10 escorts for 25 days - 12 hrs/day) for month of Nov. Escorts are required to supplement military escorts which have traditionally been short.	Projects which may be delayed due to lack of escorts: Netcom Warehouse, ASP Latrines, Scrap metal removal, Satellite Earth Station, fencing/paving/demolition & rubble removal IDIQs, BDOC.	1-Nov-07	1-30 Nov 07

Category Tabs

Each requirement is divided into 5 categories



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Contractor	Contract #	Location/Obj	Service Description	Unit	\$ Obligated	Start Date	End Date	Days Left	Funding Received (1/30 Days)	Contractor Notification Date (1/7 Days)	Requirement Confirmation (1/75 Days)	Contract Status													
USPO	WPMR-01-L-046	Sharna	Trash Removal Service	7 Chambers	\$3,000.00	7-Dec-06	6-Oct-07	2				In exp. wait to recomplete and fig to get the labours the contract is going away	Send expiation letter to T1 Bole 22	23											
AECG	WPMR-01-C-086	Sharna	General Labourer 2000	7 Chambers	\$15,000.00	7-Dec-06	6-Oct-07	2				In exp. wait to recomplete and fig to get the labours the contract is going away	Send expiation letter to T1 Bole 22	23											
AECG	WPMR-01-C-086	Sharna	Locksmith/Knocker	17 Penger	\$10,000.00	7-Dec-06	6-Oct-07	2				In exp. wait to recomplete and fig to get the labours the contract is going away	Send expiation letter to T1 Bole 22	23											
AECG	WPMR-01-L-046	Sharna	Crane	17 Penger	\$10,000.00	7-Dec-06	6-Oct-07	2				In exp. wait to recomplete and fig to get the labours the contract is going away	Send expiation letter to T1 Bole 22	23											
Michael Handford	WPMR-01-C-086	Sharna	Truck Service	17 Penger	\$10,000.00	7-Dec-06	6-Oct-07	2				In exp. wait to recomplete and fig to get the labours the contract is going away	Send expiation letter to T1 Bole 22	23											
Jack Construction	WPMR-01-C-086	Sharna	Truck Service	17 Penger	\$10,000.00	7-Dec-06	6-Oct-07	2				In exp. wait to recomplete and fig to get the labours the contract is going away	Send expiation letter to T1 Bole 22	23											
John Construction	WPMR-01-C-086	Sharna	Truck Service	17 Penger	\$10,000.00	7-Dec-06	6-Oct-07	2				In exp. wait to recomplete and fig to get the labours the contract is going away	Send expiation letter to T1 Bole 22	23											
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Generated by the JCCO IOT track service contracts the Onus still falls on the customer to ensure contract this is a good planning tool for the customer



Unauthorized Commitments and Ratifications

4

(from the PARC brief at the 20 AUG PBAC)

- **What is an unauthorized commitment?**
 - Unauthorized commitments are agreements entered into on behalf of the U.S. Government by unauthorized personnel or in an unauthorized manner
 - *OEF currently has 4 times the number of unauthorized commitments than Iraq has*



Unauthorized Commitments and Ratifications

4

- **Causes:** poor planning, lack of coordination, dropping the ball during RIP TOA, and/or failure to understand proper acquisition procedures
- Occur more frequently with rental equipment/vehicles and construction projects.



Unauthorized Commitments and Ratifications

4

- **What happens if you cause an unauthorized commitment?**
 - A lengthy ratification and approval process is required to properly obligate funds and pay the vendor
 - - Must address any disciplinary action taken
 - Describes action taken to prevent recurrence
 - -- Must be significant, not just better tracking
 - **You** and/or **Your Commander** can also be held personally and financially liable
 - Vendors are financially affected—and for some, to a great extent—by the payment delays (you affect the US and NATO's relationship with the local nationals)



Unauthorized Commitments and Ratifications

4

- **How to prevent an unauthorized commitment:**
- Plan ahead for the supplies and services you need
- Track your contracts – **KNOW when they will expire!**
- Don't let operational urgencies or command pressure you to commit the Gov't when you have no authority
- Know emergency funding request (EFR) procedures – EFRs can be funded in just a few days
- Think before you “buy”



Unauthorized Commitments and Ratifications

4

Who cares?

- **CG**
 - Over \$100K, you will have 2 General officer reviews/approval
- **Your Commander**
 - He/she will have to support the ratification
 - By committing an unauthorized commitment under his command, you put him at risk
- You, if you commit a UC
 - You could be held financially liable
 - You could face disciplinary action
- Local Contractors and Vendors
 - They don't receive timely payment
 - Harms U.S. Government's efforts in AOR



Unauthorized Commitments and Ratifications

4

TF Fury's count to date:

- ***2Fury***
 - *Ghazni MHE - \$217,651.99*
 - *B&M Building - \$15,000*
- ***3Fury***
 - *Repairs to Provincial Coordination Center - \$12,100*
 - *Jingle Truck Service - \$94,625*
- ***TF Eagle***
 - *Tillman ASG - \$38,936.29*
- ***PRT Sharana***
 - *Cultural Advisors - \$12,000*

Total amount **\$390,313.28**



Items Received

4

- Items from states, come via US Postal Service, Fedex, DHL, or DCMA to BAF
- Contracting LNO picks up items, does the DD250, and has ALOC sign for them
- DD250 is sent to contracting office and given to BDE S4 NCO for property accountability (units now use DD250s for posting on property book)
- ALOC is responsible for getting the shipment to the correct location



PR&Cs

4

- March 2007 – 10 November 2007
 - Processed over 2000 PR&Cs (~400 *Ops*, ~700 <10K, ~900 >10K)
 - Totaled over 59 million dollars



Sustains

4

- Strong RM/BDE S4 relationship
 - Beneficial to have RM shop in the same office as the contracting/BDE 4 LNO
- Location of Contracting/BDE 4 LNO in BAF
 - Person to person interaction is vital for meetings and in dealing with CJTF-82 staff
- Creating a position - Battalion Asst S4 (lieutenant)
 - deals solely with PR&Cs
 - Our BNs that own FOBs have created this position



Improves

4

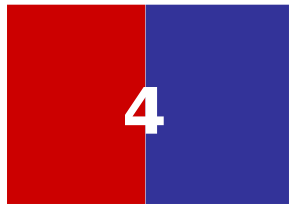
- ALOC involvement in PR&C process
- More restrictions on FOO/closer watch by contracting/BDE 4 LNO and RM shop
 - Units depend too much on FOO
- S4s more closely tracking expiration dates for contracts and foreshadowing needs at least 60 days in advance
- Create S4 LNO NCO (at BAF) – With the drastic increase in PR&Cs being submitted and requisitions being delivered, there needs to be someone to:
 - Handle all receipts
 - Process funded PR&Cs
 - Process awarded contracts
 - Track when contracts are expiring and notify Units when they need to start working on submitting a new request.



Recommendations

4

- Ensure S4s have a tracker of when all contracts are expiring (101st S4s and Fury S4s need to communicate prior to deploying to ensure contracts are good for the first 3 months)
 - It will limit EFRs and unauthorized commitments
- Foreshadow



Questions?